

# Create-a-Report

Create-a-Report was built to assist you in displaying the data of your choice.

Go to Administration>Reports>Create-a-Report

## Pre-built Reports

### Step 1 - Load a Report

There are pre-built reports for your convenience. These are reports we find that schools use the most often. To view the pre-built reports, click on the box to the left of "Show Pre-built Reports". The reports will be added to the reports you or someone at your school has built.

**Create-A-Report**

Create-A-Report allows you to query and export information from SchoolPathways SIS.

Begin by creating or loading a previously saved report below. You can also access pre-built reports designed by School Pathways by checking Show Pre-built Reports.

**Looking for Test Scores?**  
Check out the new Test Score Center by going into Administration->Test Module->Test Score Center, or by [clicking here](#).  
If you encounter an Access Denied message, please logout and log back in.

Load a report by selecting from the list below:  
(Admin) Students by Grade

Show Pre-built Reports

To create a new report, select a starting table:  
Course Categories

Show Pre-built Reports

All reports pre-built by School Pathways are viewable.

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Load a report by selecting from the list below:  
(Admin) Students by Grade

- (Admin) Students by Grade
- (k.brenneman) Parent Mailer of Current Students
- (Pre-Built) Addresses of currently employed staff
- (Pre-Built) Addresses of currently enrolled students
- (Pre-Built) All 18 year old students as of 01-01-2007
- (Pre-Built) "ALL" Transcript Data for currently enrolled students
- (Pre-Built) CAHSEE Scores and Assigned Staff for currently enrolled 10th, 11th and 12th graders
- (Pre-Built) CAHSEE Scores and Assigned Staff for currently enrolled 11th and 12th graders
- (Pre-Built) Enrolled students that have not met immunization requirements
- (Pre-Built) Enrollment drops during a date range
- (Pre-Built) Exit Code Descriptions of Enrollment Drops during a date range
- (Pre-Built) Learning Center Classes currently listed as OPEN
- (Pre-Built) Medical Tests for currently enrolled students
- (Pre-Built) Primary Ethnicity Counts by Gender
- (Pre-Built) Primary Ethnicity Counts by Gender and Gradelevel
- (Pre-Built) Staff Supervision

<Page:admin/dataexport.php>

You can click on one of the reports and then click on **Load**.

## 2. View a Report

When the report is loaded, you have the option to change the report. Clicking on any underlined field takes you to a page that allows you to make the changes you desire.

**Create-A-Report**

The report is now ready to be displayed or downloaded.  
You can also edit the report by clicking on any of the links available under Report Summary, or set additional options by clicking Options, and save the report for future use by clicking Save Report

[Save Report](#)

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**Report Summary** [Options](#)

[x] [Staff -- Primary Table:](#)  
First Name [\(any\)](#)  
Last Name [\(any\)](#)  
[Link additional tables related to Staff](#)

[x] [Student/Staff Associations](#) (linked to Staff ID of Staff):  
Finish Date [is a date that is current](#)  
[Link additional tables related to Student/Staff Associations](#)

[x] [Students](#) (linked to Student Local ID of Student/Staff Associations):  
First Name [\(any\)](#)  
Last Name [\(any\)](#)  
Address Street 1 [\(any\)](#)  
City [\(any\)](#)  
State [\(any\)](#)  
Zip [\(any\)](#)  
[Link additional tables related to Students](#)

[x] [Enrollments](#) (linked to Local ID of Students):  
Finish Date [is a date that is current](#)  
Grade [\(any\)](#)  
[Link additional tables related to Enrollments](#)

\* Fields in grey are hidden from the results (set under Options)

[Start Over](#) Printing Labels:  
[Custom Labels](#)  
[Students](#)  
[Staff](#) [Display Results](#)  
[Download Results as CSV](#)  
 Override hidden field options and include all fields

You can view reports in two ways.

- View in Pdf. report
- View in CSV (Comma Separated Values) style best known as an Excel spreadsheet.

[Link additional tables related to Enrollments](#)

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[Start Over](#) Printing Labels:  
[Custom Labels](#)  
[Students](#) [Display Results](#)  
[Download Results as CSV](#)

[Embedded Files](#)